

Phoenix Program Process Definition – Accounts Payable

Revised 9-20-00 version replaces 8-31-00 version replaces 4-6-99 version.

Process	<i>Express Checks</i>
Process Number	<i>AP-020</i>

Description of Process

Express checks are created outside of the regular nightly batch payment processing. Express checks allow for the printing of checks that are needed immediately. Express should not be used as a substitute to regular payment processing. An express check can produce a check for one or multiple vouchers for a specific vendor. In order to print an Express check, the vouchers must pass matching (if PO voucher) and have a "Valid" budget checking status. To print an Express Check from a regular voucher, the voucher must pass budget checking and have a matching status of "Not Applicable". A run control named Monthly must also be established in order to print an Express Check. See AP-064 Monthly Run Control Business Process for more information.

A designated printer with an MICR/E13-B Check Encoding TrueType Font, MICR Toner cartridge, and blank laser check stock is required to generate a State of Georgia Express Check. The format of the check stock that is to be used to create Express Checks will allow for a maximum of 28 advice lines. Therefore, the user needs to be aware of how many vouchers are associated with the vendor for which the Express Check will be generated.

After an Express Check is generated, a file copy must be requested through Pay Cycle Manager to complete the entire Express Check processing. On the PayCycle Manager panel, the File Copy and Checks should have a "Completed" status.

Input to Process

PO Voucher with a "Valid" BCM status and "Matched" Matching status
Regular Voucher with a "Valid" BCM status and "Not Applicable" Matching status

Output of Process

Express check and File Copy that are generated as a crystal report and printed on an agency's own printer.

And a "Completed" status on both the Check and File Copy signifying that the entire Express Check processing has been completed.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
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Edit	Preferences – Run Control dialog box appears allowing for the creation of a run control named Monthly.
Use	Administer Procurement – Enter Voucher Information – Use – Voucher – Schedule Payment – press Express Check button
Inquiry – PS Delivered	Administer Procurement>Create Payments>Inquire- Payment Information panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement>Create Payments>Inquire- Voucher Inquiry panel provides a view of a voucher information for all payments associated with a specific voucher.
Reports – Custom	Payables Due Proof. This report shows all vouchers that are scheduled for payment on a specific date.
	Payment History by Vendor Report lists payments made by vendor in vendor name sequence and is sorted by business unit. [SAR0331] Post Production
	Payment Activity Report lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers. The full vendor address is included on this report.
	Payment Inventory List Report lists all checks with a payment status of “paid” and a reconciliation status of “not reconciled.” Check number, Date issued, Vendor nbr/name, amount, and status are included.
	Outstanding Payables by Vendor Report lists all vouchers for a vendor that have not been paid, selected for payment, or closed.
	Outstanding Payables by Fund Source lists all vouchers that do not have a status of “paid”, “replaced”, or “void”.
	Cash Disbursements by Program Report lists paid, void and stopped payments by program for a specific bank/bank account.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p>Step 1: <u>Enter Voucher</u></p> <p>The voucher must pass matching (if PO voucher) and have a “Valid” budget checking status. And for a regular voucher, the voucher must pass budget checking and have a matching status of “Not Applicable”.</p>	Agency
<p>Step 2: <u>Generate Express Check</u></p> <p>Each agency must establish internal procedures to create an Express Check because these checks can be produced before the voucher has posted. For example, who will be authorized to produce an Express Check? These internal procedures may be similar to current handdrawn procedures.</p> <p>Before signing onto PeopleSoft, confirm that your designated printer is selected as the default printer.</p> <p>To create an Express Check, press the Express Check button on Schedule Payments panel from within the voucher. When Express Check button is pressed, the system takes you to the Express Check panel. A Step Group (Model) must be selected for Express Checks to process. Users are permitted to select Change Payor and Add All Vouchers together to pay this vendor. Press Create Check to begin the Express Check process. An Update/Display – Paycycle Manager pop-up box will appear. The first available Pay Cycle (i.e., Quick1, Quick2 and etc.) for your operator id will be displayed in the Pay Cycle field. Your Operator Id will also be displayed in the pop-up box. Click OK.</p> <p>The system takes you to the Pay Cycle Manager panel with a status of “approved.” Press Next Step to create the Check. It will appear on your screen as a crystal report and must be printed from there. After your Express Check has printed, close the crystal check and press Refresh to update the Pay Cycle Manager panel. After the Refresh was pressed, your Check will have a “Completed” status. Press Next Step again to print the check file copy. It also appears on the screen as a crystal report to be printed. After printing the file copy, close the crystal report and press Refresh one last time to update Pay Cycle Manager panel. Your File Copy should now also have a “Completed” status.</p>	Agency

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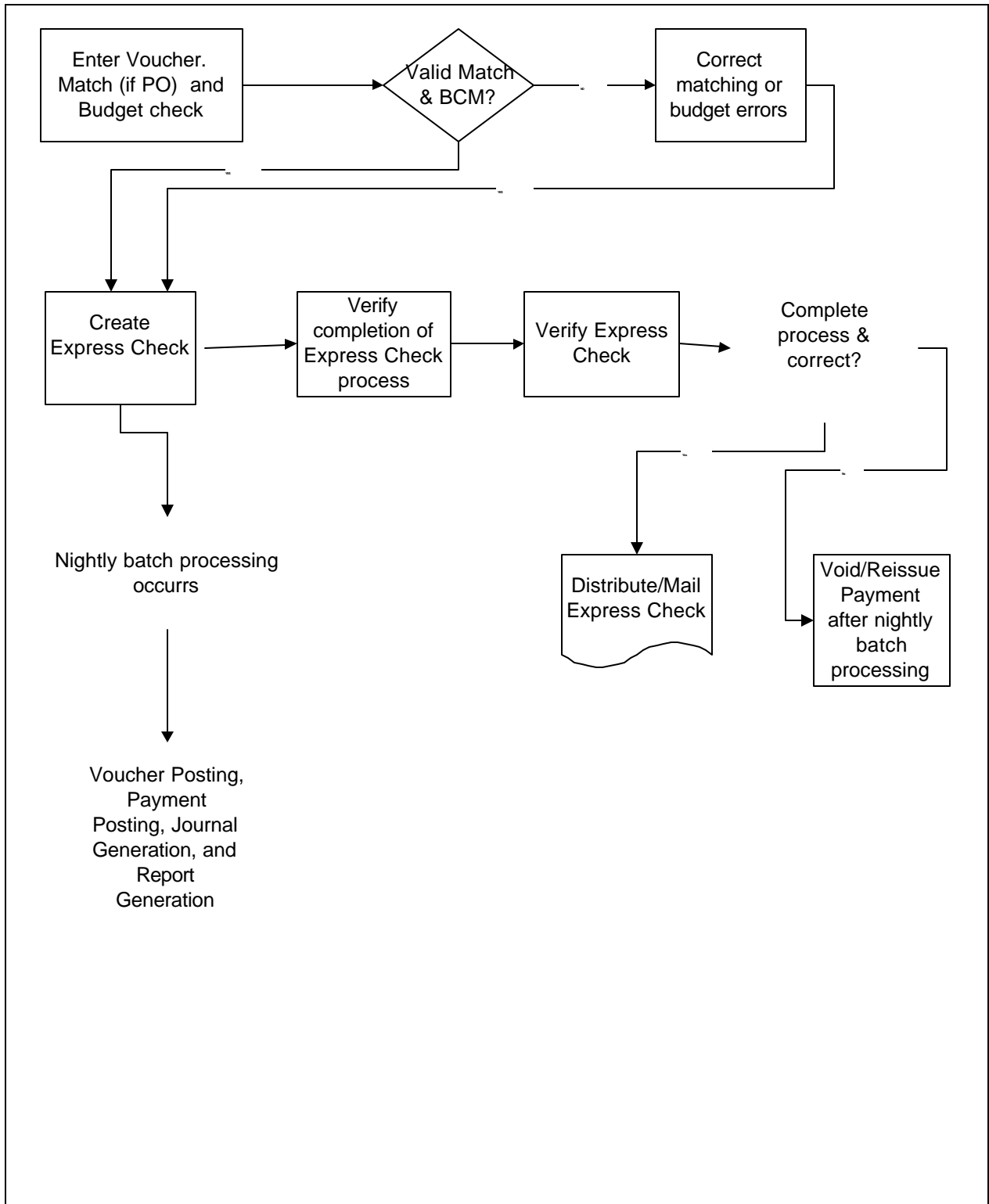
<p><u>Step 2: Verify Completion of Express Check processing</u></p> <p>On the PayCycle Manager panel, verify that the File Copy and Checks Status is “Completed”. If both of these statuses are not “Complete” and the operator exits the Paycycle Manager panel, this Paycycle becomes unavailable for future use. Each operator id has 9 Paycycles available to be used to produce Express Checks. If all 9 of an operator’s Paycycles become unavailable the following error message will result when the next Express Check is requested – Express Payment Pay Cycle could not be assigned. All Express payment Pay cycles already in use. Completing a previously unavailable paycycle is the only solution in allowing you to continue to create Express Checks.</p>	Agency
<p><u>Step 3: Verify Express Check</u></p> <p>End users should proof the Express Check before it is distributed/mailed to appropriate vendors. End users can void/reissue payments after nightly batch processing has completed.</p> <p>After the Express Check process is completed, the Payment Information inquiry panel and Schedule Payment panel are updated with its payment information.</p>	Agency
<p><u>Step 4: Run Nightly Batch Processing</u></p> <p>The following processing will occur during nightly batch processing: voucher posting, payment posting, and journal generation.</p>	Financial Systems Solutions

Forms Used with Process

None

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Process Flow Diagram (if appropriate):



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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			10-24-00
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